

Report for Week Ending 25 April 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Progress continues on the following sub-projects:

(a) Submission of Security Check Lists Monthly Rather Than Daily - Proposed form and procedure was concurred in by the Chief, Physical Security Division.

(b) Reporting the Receipt and Accountability of Telephone Directories - Transfer of the accountability function from the Telephone Section to the Physical Security Division was disapproved by the Chief, Physical Security Division. The proposed report form, however, will be put into effect by the Telephone Section.

(c) Reporting On-the-Job Accidents to the CIA Safety Officer - Duplicate reporting of accidents by the Medical Staff and the Insurance and Casualty Division, Office of Personnel, was investigated by the Office of Security ARO who proposed a third type of report to replace the two which are now in duplication. Medical Staff and the Insurance and Casualty Division will have to be sold on the form.

Overall project is 53% complete.

Project 6-13 - Dispatch Format and Procedure

Specifications for the new dispatch forms are being developed by Forms Management Branch.

Project 6-22 - DD/I Reports Survey

As part of the ¹²⁵ survey report on this project, recommendations were developed on 32 of the ~~125~~ reports inventoried. Work is underway on the summary of the survey. Project is now 50% complete.

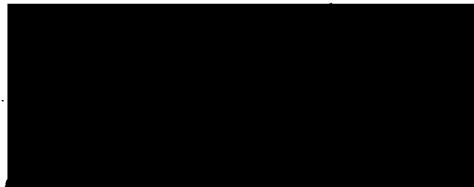
Project 6-35 - Survey of Procurement Division Contract Files

It was determined by the CIA Safety Officer that the present arrangement of filing cabinets in the contract files could not be altered unless the floor was supported by shoring. This possibility will be studied along with proposals to reduce the volume of records in the file room.

General Information

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Mr. [REDACTED] reported that he has promoted the use of the revised Routing and Record Sheet to facilitate the processing of applications for employment. The revised Routing and Record Sheet provides a "Subject" box, which will be used to identify the applicant.



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